Minutes
Rolling Hills Planning Commission
Tuesday, August 16, 2022
Regular Meeting 6:30 p.m.
Via tele-conference

1. CALL MEETING TO ORDER

The Planning Commission of the City of Rolling Hills met via teleconference on the above date at 6:30 p.m. Chair Brad Chelf presiding.

2. ROLL CALL

Commissioners Present:	Cardenas, Cooley, Douglass, Vice Chair Kirkpatrick, Chair Chelf
Commissioners Absent:	None
Staff Present:	John Signo, Planning & Community Services Director Melissa Flores, Administrative Clerk Ryan Stager, Assistant City Attorney

3. PLEDGE OF ALLEGIANCE

John Signo, Planning & Community Services Director, led the Pledge.

4. APPROVE ORDER OF THE AGENDA

Motion by Commissioner Cooley, seconded by Vice Chair Kirkpatrick, to approve as is. Motion carried unanimously with the following roll call vote:

AYES:	Cardenas, Cooley, Douglass, Vice Chair Kirkpatrick, Chair Chelf
NOES:	None
ABSENT:	None

5. BLUE FOLDER ITEMS (SUPPLEMENTAL)

Motion by Commissioner Cooley, seconded by Commissioner Douglass, to approve. Motion carried unanimously with the following roll call vote:

AYES:	Cardenas, Cooley, Douglass, Vice Chair Kirkpatrick, Chair Chelf
NOES:	None
ABSENT:	None

6. PUBLIC COMMENTS ON NON-AGENDA ITEMS – NONE

7. CONSENT CALENDAR

7.A. CONTINUATION OF REMOTE CITY COUNCIL AND COMMISSION MEETINGS DURING THE MONTH OF JUNE, 2022 PURSUANT TO THE REQUIREMENTS OF AB 361

7.B. APPROVE THE FOLLOWING MINUTES: JULY 19, 2022, PLANNING COMMISSION REGULAR MEETING

Motion by Commissioner Cardenas, seconded by Vice Chair Kirkpatrick, to approve items 7A and 7B. Motion carried unanimously with the following roll call vote:

AYES: Cardenas, Cooley, Douglass, Vice Chair Kirkpatrick, Chair Chelf
NOES: None
ABSENT: None

8. EXCLUDED CONSENT CALENDAR ITEMS – NONE

9. PUBLIC HEARINGS ON ITEMS CONTINUED FROM PREVIOUS MEETINGS – NONE

10. NEW PUBLIC HEARINGS

10.A. ZONING CASE NO. 22-14: SITE PLAN REVIEW TO CONSTRUCT A NEW 525-SQUARE-FOOT GARAGE ATTACHED BY A BREEZEWAY TO THE RESIDENCE, CONVERT AN EXISTING GARAGE TO HABITABLE SPACE, INTERIOR REMODEL, NEW PATIO WITH TRELLIS, LANDSCAPING, AND HARDSCAPING; AND VARIANCE REQUESTS TO ENCROACH INTO THE REAR AND SIDE YARD SETBACKS, AND DEVIATE FROM THE REQUIREMENT TO PROVIDE A STABLE AND CORRAL SET ASIDE ON A PROPERTY LOCATED AT 2 FLYING MANE ROAD (LOT 62-A-SF), ROLLING HILLS, CA 90274 (SATO/NAKAMURA)

Chair Chelf and Commissioner Douglass recused themselves due to proximity to the property. Chair Chelf turned the case over to Vice Chair Kirkpatrick to preside.

Presentation by John Signo, Planning & Community Services Director.

Motion by Commissioner Cardenas, seconded by Commissioner Cooley, to adopt Resolution No. 2022-14 as written. Motion carried unanimously with the following roll call vote:

AYES: Cardenas, Cooley, Vice Chair Kirkpatrick
NOES: None
ABSENT: None

10.B. ZONING CASE NO. 21-02: MODIFICATION NO. 1: REQUEST FOR APPROVAL OF A SITE PLAN REVIEW TO DEMOLISH AN EXISTING RESIDENCE AND CONSTRUCT A NEW 5,215-SQUARE-FOOT SINGLE-FAMILY RESIDENCE AND RELATED IMPROVEMENTS INCLUDING NON-EXEMPT GRADING; VARIANCE TO CONSTRUCT A FIVE-FOOT-HIGH RETAINING WALL IN THE SETBACK AREA AND CONDUCT NON-EXEMPT GRADING; MODIFICATION TO ADD A 1,428-SQUARE-FOOT BASEMENT, STAIRCASE, AND RETAINING WALL ON A PROPERTY LOCATED AT 11 FLYING MANE ROAD (LOT 53-SF), ROLLING HILLS, CA 90274 (NEVENKA LLC)

Chair Chelf and Vice Chair Kirkpatrick recused themselves due to proximity to the property. Chair Chelf turned the case over to Commissioner Cardenas to preside. Commissioner Cardenas disclosed that Commissioner Douglass has a residential financial interest because she lives within 1,000 feet of the subject property, but she will be participating as a commissioner out of necessity for a quorum.

Presentation by John Signo, Planning & Community Services Director.

Planning & Community Services Director Signo corrected a typo in Section 8 of Resolution No. 2022-13 and read the missing text into the record: "and (2) adjusting the non-exempt grading from a total of 6,687 CY and 57 CY of export to 5,800 CY and 410 CY of export."

Motion by Commissioner Cardenas, seconded by Commissioner Douglass, to adopt Resolution No. 2022-13 with the change to Section 8 that was read into the record. Motion carried unanimously with the following roll call vote:

AYES:	Cardenas, Cooley, Douglass
NOES:	None
ABSENT:	None

Chair Chelf resumed presiding.

11. OLD BUSINESS – NONE

12. NEW BUSINESS – NONE

13. SCHEDULED FIELD TRIPS – NONE

14. ITEMS FROM STAFF

14.A. DISCUSSION ON ROLES AND RESPONSIBILITIES OF PLANNING COMMISSION ACTION ON DEVELOPMENT PROJECTS FORWARDED TO CITY COUNCIL

Presentation by John Signo, Planning & Community Services Director.

The Commissioners discussed and decided that a joint workshop with the City Council is not necessary, but the Commission is willing to participate if the City Council deems it necessary.

Public Comment: Councilwoman Leah Mirsch

14.B. CONSIDER FUTURE IN-PERSON PLANNING COMMISSION MEETINGS

Planning & Community Services Director Signo and Assistant City Attorney Stager clarified that tele-conference meetings are allowed to resume under emergency orders from the Governor.

The Commission chose to resume tele-conference meetings and revisit the possibility of in-person meetings at a later date.

15. ITEMS FROM THE PLANNING COMMISSION – NONE

16. ADJOURNMENT: 7:28 P.M.

The meeting was adjourned at 7:28 p.m. to a regular meeting of the Planning Commission scheduled to be held on Tuesday, September 20, 2022 beginning at 6:30 p.m. via tele-conference.

Respectfully submitted,

Christian Horvath, City Clerk

Approved,

Brad Chelf, Chair